

**AVIANO ARTS & CRAFTS  
PROSPECTIVE INSTRUCTOR  
INFORMATION**

Thank you for your interest in becoming a contracted instructor at the Aviano Arts & Crafts Center. Teaching at the Arts & Crafts Center is a great opportunity to share your passion with the community. Our contracts give you the flexibility to choose your payment fees, the number of students you teach, how often you teach, what you teach and much more! We are always open to new ideas and look forward to having you join our team of talented instructors. Please fill out the information requested on the following pages in order to begin the contract process.

If you have any questions, please call number below or contact management @ [avianoartsandcrafts@gmail.com](mailto:avianoartsandcrafts@gmail.com)

Thank you!

**AVIANO ARTS & CRAFTS CENTER  
632-2989 OR 043-430-2989**

## CLASS INFORMATION

<b>Title of Class</b>	
<p><b>What will you teach in this class?</b>  <b>For example, if you are teaching a quilting class, list specifics. (i.e.: binding techniques, paper piecing, hand-quilting, etc.)</b></p> <p><b>This will be used to market your class as well as draft your contract, so be as specific as possible.</b></p>	
<b>How long will the class be? Number of sessions?</b>	
<b>How often do you want to teach?</b>	
<p><b>Preferred day(s) &amp; time to teach.</b>  <b>Availability of desired day/time will be based on current class schedule.</b></p>	Day(s): Time:
<b>What is the min/max# of students per class you would like to teach?</b>	Min: Max:
<b>What ages do you want to teach?</b>	
<p><b>What materials will be required for this class?</b></p> <p><b>Will supplies be provided by instructor or student?</b></p> <p><b>If supplies are to be provide by instructor, please be sure to factor that into your request- ed class fees.</b></p>	
<b>How much do you wish to be paid per student?</b>	



## PAYMENT

Payment for classes is a three part process:

- 1) Instructor submits invoice via email to Arts & Crafts management and Accounts Payable. Invoices must be submitted by the last day of the month.
- 2) Arts & Crafts Center will verify that the number of students/classes listed on the invoice matches paid receipts. Once verification is complete, Arts & Crafts will send confirmation of charges with Accounts Payable.
- 3) Once Accounts Payable receives notification from the Arts and Crafts Center that the invoice charges are correct, payment will be made.

Please note that payment will not be made if an invoice has not been submitted! It is the responsibility of the instructor to keep records of the number of students that have attended class. Instructors will not be paid for classes that they have cancelled. Student cancellations will be allowed in accordance with the Arts and Crafts Center Class Attendance Policy. Students that cancel after the allowed cancellation date will not be refunded and the instructor will be paid for that student regardless if the student actually attends the class.

## CLASS REGISTRATION/ FACILITY USAGE

**Class Registration:** Students will register for class through the Arts and Crafts Center only. No payments may be taken by the instructor. Once the sign-up deadline for a class has passed, the Arts and Crafts Center will call the instructor to confirm the number of students. This is a courtesy call and will only be attempted ONCE. It is the instructor's responsibility to ensure the number of students they are expecting for a class. This can be done by calling the Arts and Crafts Store or by coming in to the facility to inquire. Instructors are requested to provide changes to their class schedules as soon as possible to prevent scheduling conflicts.

**Classroom/Facility Usage:** Instructors will be assigned usage of an appropriate classroom for their class. Set-up/clean-up is the instructor's responsibility. **There is LIMITED space for instructor supply storage. Storage areas must be kept neat and organized.** Tables and floors must be swept upon completion of the class. Instructors will receive 10% off supplies purchased for their class. No other privileges are implied. Contracted instructors are not considered employees of the Arts and Crafts Center, however, as representatives of the facility they are expected to represent the facility in a professional manner. Additionally, some safety training will be provided to the instructor by Arts & Crafts.

## IMPORTANT CONTACT INFORMATION

<b>Email Address:</b>	avianoartsandcrafts@gmail.com
<b>A&amp;C Sales Store</b>	632-2989 or 0434-30-2989
<b>Accounts Payable</b>	ap.ssc2@afsv.net
<b>NAF Contracting</b>	632-5307 or 632-5273